



# **Tax Service Seeks Administrative Assistant**

## **Qualifications:**

- **Must have light Bookkeeping with Data Entry skills**
- **Knowledge of A/P and A/R up through trial balance would be helpful**

## **Contact:**

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- **Apply online at VOS, [click here to be connected to VOS](#)**
  - **For VOS Assessment & Resume Builder/Assistance [click here for details](#)**

**For more information visit the Career Transition Center**

3447 Atlantic Ave.  
Long Beach, CA 90807  
(Major Cross Streets: Atlantic/Wardlow)

**Greater Long Beach  
Workforce Development System**

Career Transition Center • Youth Opportunity Center  
Department of Community Development  
City of Long Beach  
(562)570-3700 • (800)292-7200  
[www.longbeachworkforce.org](http://www.longbeachworkforce.org)